

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 20-19

LI 20-19 ~~4~~
PERSONNEL
25 September 1972

SUBJECT : Overtime Compensation for Prevailing Rate Employees

REFERENCE: [REDACTED] *leg has been changed*

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[REDACTED] *Overtime Pay std 24 May 73*

1. To establish uniformity in the administration of overtime compensation to prevailing rate employees, the following guidelines are established and effective immediately.
2. According to present Agency regulations, overtime compensation authorized in accordance with established policies will be paid for each whole hour of work. Overtime work should normally be scheduled and performed in whole-hour amounts, but many instances arise in which prevailing rate employees must work overtime for less than a whole hour and, while they may not be paid immediately for 15 or 30 minutes overtime, management owes that employee compensation for his work. The minimum period for authorized overtime is 15 minutes. Any periods of authorized overtime work of less than 1 hour will be totaled by supervisors and reported in whole hours at the end of each pay period.
3. Supervisors and managers at all levels are responsible to schedule workloads as efficiently as possible to eliminate the necessity for overtime whenever possible and practical. The provisions of this instruction in no way abrogate the authorities, approvals, or responsibilities outlined in the referent regulation. Any questions on interpretation or implementation of this instruction should be directed to the Personnel and Training Staff on extension 2657.

[REDACTED]
JOHN F. BLAKE
Director of Logistics

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Pls chk the current
reg [REDACTED] & see
how it charged
re attached.

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Re: D,